



# Department of Managed Health Care

## JOB OPPORTUNITY

GRAY DAVIS, Governor

MARIA CONTRERAS-SWEET, Agency Secretary

Release Date: April 11, 2001

**CLASSIFICATION:** Student Assistant  
1 Position

**FINAL FILE DATE:** Until Filled

**SALARY:** \$1362 - \$1814 per month

**LOCATION:** Office of Health Plan Oversight, Division of Financial Oversight  
980 9<sup>th</sup> Street, Sacramento, CA

**DUTIES AND RESPONSIBILITIES:** Under the general direction of the Supervising Examiner and/or Senior Examiner, the Student Assistant performs a variety of work assignments to assist the Division of Financial Oversight. The Student Assistant will assist in the review and analysis of financial statements to ensure completeness and determine whether the statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP); enter financial data into a database; conduct financial ratio analysis; prepare examination packages; perform preliminary fieldwork activity, which include compiling background information from the internal and public files; assist with special projects; perform research; and perform other duties as assigned.

**DESIRABLE QUALIFICATIONS:**

- ◆ Completion of basic and intermediate accounting courses.
- ◆ Knowledge of Office '97 (Excel and Word) and the Internet.
- ◆ Good interpersonal, organization, and communication skills.
- ◆ Must be able to work independently, as well as in a team environment.

**WHO MAY APPLY:** Accounting majors or related fields of study are encouraged to apply. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further technical information regarding the position, please contact Mark Wright at (916) 324-9026 or CALNET 8454-9026. **SEND A COMPLETED APPLICATION/RESUME TO THE PERSON AND ADDRESS PROVIDED BELOW** (please include your social security number for eligibility verification and indicate the RPA#00-396 under the job title).

**SUBMIT APPLICATION AND/OR RESUME TO:**

Department of Managed Health Care  
Attention: Division of Financial Oversight – Rosemary Stuart  
980 9<sup>th</sup> Street, Suite 500  
Sacramento, CA 95814

California Relay Service: Voice Line: 1-800-735-2922  
TDD User: 1-800-735-2929

RPA#00-396 MU

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, AGE, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.